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ABSTRACT

This publication is a guide to career opportunities in foreign languages and to educational programs which prepare for them. Programs at Northwest Missouri State University are listed which combine study in foreign languages with other disciplines, including: business, economics, office administration, sociology, political science, history, and Latin American studies. Information is provided on the field of translating and interpreting as well as other career possibilities related to foreign languages. Special attention is given to employment opportunities at the United Nations. These include: public information officers, translators, interpreters, librarians, clerks and secretaries, and guides. Finally, addresses are listed for further information on career opportunities in foreign languages. (AM)

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WHAT AND HOW

FOR FOREIGN LANGUAGE STUDENTS

What Are the Career Opportunities

and

How to Prepare for Them

By

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TO THE STUDENT OF FOREIGN LANGUAGES:

It is generally recognized that the greatest number of opportunities for students of foreign languages lie in the field of teaching. While there has been some nation-wide decrease during the past few years in the teaching opportunities available, virtually all of Northwest Missouri State University's foreign language majors who have sought teaching positions have found them. No change in the successful placement of our graduates is anticipated.

Experience in teaching is often a stepping stone for those who want to do editing, materials development, and research and consultant work for publishing companies. Positions available include editorial assistant, copyreader, copywriter, production assistant, research statistician, resource assistant, and technical writer.

Outside the field of teaching, the greatest career value in foreign language training and proficiency is as a supplement or complement to other skills and knowledge. For example, proficiency in at least one other language is often invaluable to social service workers, radio announcers and script writers, import-export personnel, bilingual secretaries, Foreign Service officers, engineers, lawyers, salesmen, journalists, librarians, airline personnel, hotel and restaurant administrators, musicians,

nurses, bank officers, etc.

Other career opportunities can be found with export-import companies as a foreign market analyst (requiring special training in economics, economic geography, international marketing, and other related subjects), and foreign freight forwarding. The Institute of Inter-American Affairs, a federal agency, employs personnel in Latin America in agriculture, business administration, education, hospital administration, public health, and sanitation engineering. In addition to the foreign language requirement, the applicant chosen must be a college graduate and have had experience in one of the above specialized fields.

There are nearly 400 radio stations in the United States which broadcast daily in French, German, Italian or Spanish. In addition, there are close to forty stations which broadcast in Arabic, Chinese, Japanese, Portuguese and Russian. The importance of a knowledge of at least the correct pronunciation of foreign names and words is obvious.

From a practical standpoint, unless an individual wants to teach or decides to qualify for interpreting and translating (see pages 9 and 11), he should combine his knowledge of a foreign language with at least one other skill learned at the college or university level. In positions which require extensive use of the foreign language, he should have attained a high degree of oral-aural

mastery as well as satisfactory proficiency in reading and writing. Anyone considering foreign languages as a profession, whether it be teaching or non-teaching, should make every effort to study and live for a period of time in the country where that language is the native tongue.

Within the past ten years a number of former NWMSU foreign language majors have been offered positions with the Peace Corps, State Department, airlines, and textbook publishing companies.

On the following pages you will find a number of academic programs which the Department of Foreign Languages of Northwest Missouri State University recommends to those students who would like to combine their study of a foreign language with another discipline in order to prepare themselves for various careers other than teaching. This would include careers in business, international trade and relations, diplomatic service, government, law and social service.

Department of Business and Economics
and
Department of Foreign Languages

BACHELOR OF SCIENCE DEGREE

Area of Specialization: International Marketing

Course No.	Title	Hours
Acct. 101	Accounting I	3
Acct. 102	Accounting II	3
Acct. 501	Managerial Accounting	3
Bus. 310	Business Report and Letter Writing	3
Bus. 311	Business Law	3
Bus. 313	Principles of Management	3
Econ. 150	General Economics I	3
Econ. 151	General Economics II	3
Econ. 450	Econ. of International Trade	3
Fin. 324	Corporation Finance	3
Mkt. 330	Principles of Marketing	3
Mkt. 401	International Marketing	3
Mkt. 530	Marketing Management	3
Stat.114-5	Statistics	3
Com.Sci.150	Introduction to Computers	3
Fren.102 or German 112 or Span. 122 (Beginning-A)		5
Fren.103 or Germ. 113 or Span. 123 (Beginning-B)		5
Fren.202 or Germ. 212 or Span. 222 (Conver., Reading and Composition)		3
Bus.Fren. 309 or Bus. Germ. 319 or Bus. Span. 329		3
		61

Area of Specialization: Bi-lingual Office Administration

Course No.	Title	Hours
Acct. 101	Accounting I	3
Acct. 102	Accounting II	3
Bus. 310	Business Report & Letter Writing	3
Bus. 313	Principles of Management	3
Econ. 150	General Economics I	3
Econ. 151	General Economics II	3
Mkt. 330	Principles of Marketing	3
Mkt. 401	International Marketing	3
OA. 140	Beginning Shorthand	3
OA. 141	Intermediate Shorthand	3
OA. 142	Business Machines - Computing	2
OA. 240	Advanced Typewriting	3
OA. 241	Advanced Shorthand	3
OA. 242	Office Procedures	3
Fren. 102 or Germ. 112 or Span. 122 (Beginning-A)		5
Fren. 103 or Germ. 113 or Span. 123 (Beginning-B)		5
Fren. 202 or Germ. 212 or Span. 222 (Con.,Read.& Comp)		3
Bus. Fren. 309 or Bus. Germ. 319 or Bus. Span. 329		3
Bus. & Econ. or Language elective		3
		60

Department of Foreign Languages
and
Department of Sociology

BACHELOR OF ARTS DEGREE

Foreign Language major and Sociology Minor:

	Hours
Beginning (French, German, Spanish)-A	5
Beginning (French, German, Spanish)-B	5
Conversation, Reading & Comp. (Fren., Germ.,Span.)	6
Introduction to Literature (Fren., Germ., Span.)	6
Eight elective hours from any other courses in the same language	8
Total hours in one foreign language	30

Note: The foreign language requirement of 10 hours for the B. A. degree will be considered fulfilled within this major.

Anthropology 108	General Anthropology	3
Sociology 101	General Sociology	3
Sociology 365	Social Psychology	3
Sociology 440	The Field of Social Work	3
Sociology 550	Introduction to Research, or Sociology 555 Sociological Theory	3
Five elective hours from any of the Sociology courses		5
Total hours in Sociology		20

Sociology major and Foreign Language minor:

		Hours
Anthropology 108	General Anthropology	3
Anthropology 518	Culture & Personality, or Sociology 537 Racial and Ethnic Relations, or Anthropology 538 Societies and Culture of Latin America, or Anthropology 528 Societies and Cultures of Africa	3
Sociology 101	General Sociology	3
Sociology 317	The Family, or Sociology 223 Deviant Behavior, or Sociology 320 Crime and Delinquency	3
Sociology 365	Social Psychology	3
Sociology 440	The Field of Social Work	3
Sociology 550	Introduction to Research, or Sociology 555 Sociological Theory	3
Three elective courses to total 9 hours from any of the Sociology courses and Business 520 Social Insurance		9
Total hours in Sociology		30

Sociology major and Foreign Language minor (cont.):

	Hours
Beginning (French, German, Spanish)-A	5
Beginning (French, German, Spanish)-B	5
Conver., Reading & Comp. (Fren., Germ., Span.)	6
Eight elective hours from any other courses in the same language	8
Total hours in one foreign language	24

Note: The foreign language requirement of 10 hours for the B. A. degree will be considered fulfilled within the Foreign Language minor.

Department of Foreign Languages
and
Department of Political Science

BACHELOR OF ARTS DEGREE

(double major)

Foreign Language:

	Hours
Beginning (French, German, Spanish)-A	5
Beginning (French, German, Spanish)-B	5
Conver., Reading & Comp. (Fren., Germ., Span.)	6
Introduction to Literature (Fren., Germ., Span.)	6
Eight elective hours from any other courses in the same language	8
Total hours in one foreign language	30

Note: The foreign language requirement of 10 hours for the B. A. degree will be considered fulfilled within the Foreign Language major.

Political Science:

	Hours
Pol. Sc. 102 Introd. to Amer. Govt. & Politics	3
Plus 30 hours of electives in approved courses numbered 400 or above. The department has divided its curriculum into four areas and the major is required to distribute his courses so that a minimum of two courses is taken from each area. The four areas are: (1) American Govt. and Politics, (2) Comparative Politics and Internatl. Relations, (3) Public Admin. and Urban Affairs, and (4) Normative and Empirical Theory.	30
Total hours in Political Science	33

Department of Foreign Languages
and
Department of History

BACHELOR OF ARTS DEGREE
(double major)

Foreign Language:	Hours
Beginning (French, German, Spanish)-A	5
Beginning (French, German, Spanish)-B	5
Conver., Reading & Comp. (Fren., Germ., Span.)	6
Introduction to Literature (Fren., Germ., Span.)	6
Eight elective hours from any other courses offered in the same language	8
Total hours in one foreign language	30

History: Courses Nos. 150, 151, 197, 198 plus 21 hours of electives in approved courses above 300 in American, European, and Latin American History

Department of Foreign Languages
and
Latin American Studies Program

BACHELOR OF ARTS DEGREE

Spanish major (30 hours)
L. A. Studies minor (24 hours)

Spanish:		Hours
Span. 122	Beginning Spanish-A	5
" 123	Beginning Spanish-B	5
" 222	Conversation, Reading & Comp.	3
" 223	" " "	3
" 322	Introduction to Spanish Literature	3
" 323	" " " "	3
" 426	Spanish American Literature	2
" 427	" " "	2
Plus electives from any of the Spanish courses numbered above 300		4
	Total hours in Spanish	30

Note: (1) If Spanish 426 and 427 are chosen as electives in the L. A. Studies minor, Advanced Spanish Comp. 325 and 326 are recommended as substitutes.

(2) The 10 hours of Spanish under General Requirements may also be counted toward the Spanish major.

Latin American Studies:		Hours
Geog. 242	Geography of Latin America	3
Hist. 373	History of Latin America	3

Spanish major and Latin American Studies minor (cont.):

	Hours
*Hum. 403 Latin American Civilization	3
Pol. Sc. 413 Latin American Government	3
Soc. 538 Societies & Cultures of L. A.	3
Plus 9 hours of electives approved by the Latin American Studies advisor. Suitable electives include but are not restricted to the following courses:	9
Anthr. 108 General Anthropology	3
Economics 150 General Economics	3
Economics 355 Theory of Econ. Devel.	3
Pol. Sc. 421 Internatl. Politics	3
" " 32 Prin. of Pub. Admin.	3
" " 521 Problems in Internatl. Relations	2
**Geog. 521 Political Geography	3
***Soc. 535 International Sociology	3
Span. 426 Spanish American Lit.	2
" 427 " " "	2
Total hours in L. A. Studies	24

* May count as partial fulfillment of Humanistic Studies under General Requirements.

** History 198 and Geography 101 may be waived as prerequisites, with the consent of the Chairman of the Department of Geography but all students in the L. A. Studies minor are urged to take Geography 101 as partial fulfillment of their General Requirements.

*** Sociology 101 may be waived as a prerequisite, with the consent of the Chairman of the Department of Sociology and Anthropology.

(See the respective departments for advisement)

TRANSLATING

The translator profession is a relatively small field but qualified translators are in short supply. A college or university education is the best initial preparation for a career in translating, and a liberal arts background is preferable.

There are two basic categories of translating: literary (novels, plays, poetry, essays, articles), and technical (scientific, technical, commercial and administrative). But all translating requires an extensive knowledge of vocabulary and structure. Primary emphasis is on quality rather than quantity. A good translator must be a person who is willing to listen and learn; he must have an inquiring mind; he must be able to adjust to various situations; he must actively seek to learn and identify subtle differences in meanings of words and phrases.

Literary translation. This is the most difficult of all translating because the translator must not only have complete mastery of the language he is translating (and this includes shades of meaning), but he must convey to the reader the same impressions as did the original and he must not destroy the author's unique style. The quality of the original must not be adulterated.

Technical translation. The technical translator works with legal documents, scientific papers, administrative texts, economic subjects, treaties, laws and related materials. A high degree of accuracy is of utmost impor-

tance. The bomb at Hiroshima might never have been dropped had the translator of a telegram been more accurate. Style is not of primary significance in technical translating.

Translators are employed by the United States Government (the largest single employer), United Nations, Ford Foundation, Red Cross, private industry (publishing houses, translating agencies, airlines, shipping companies, travel agencies, banks, import-export businesses, advertising firms, religious and relief organizations). Federal agencies which employ translators are the Department of State, Central Intelligence, Department of Commerce, Department of Defense, the Federal Bureau of Investigation, Department of Justice, and the U. S. Information Agency.

INTERPRETING

It is rarely that an interpreter can qualify on the basis of academic training only--he must have lived in the foreign country and with its people long enough to have acquired a "feel" for the language and the culture.

Interpreters have highly specialized talents and skills. It is a difficult profession but a challenging one and not impossible for the individual with a language aptitude who is willing to work hard enough to prepare himself for it. The translator works with written language and therefore has time to consult dictionaries and reference books; the interpreter has no time to reflect because he is normally speaking at the same time as the original speaker. It is exacting and exhausting work but it also has glamour. The interpreter is often at the center of an historical event.

Basic qualifications for a "conference interpreter" include an agile mind, the ability to express himself well in his native tongue, a thorough knowledge of the language, a broad general knowledge, a high degree of integrity. The State Department normally employs about twenty conference interpreters.

The United Nations has a staff of about sixty conference interpreters, all of whom must be highly proficient in at least three of the UN conference languages (Chinese, English, French, Russian and Spanish). They are usually asked to interpret into their native language but they must have a

broad legal, economic, political, geographical and literary knowledge of at least two other official languages. Competency in conversing socially in several languages is not enough.

As of October 1, 1973, the annual salaries for United Nations interpreters ranged from $11,820 for a probationary appointment at the lowest level to $24,280 for the highest competency level.

"Escort interpreters" accompany individuals or delegations who are visiting the United States. These interpreters are not required to have the same degree of skill as the conference interpreters. Most of the visitors are men and therefore there is more opportunity for male escort interpreters.

Georgetown University's Division of Interpretation and Translation, Washington, D. C., offers courses in translation and interpreting which, when successfully completed, qualify the individual for work in various governmental agencies and at the United Nations.

CAREER OPPORTUNITIES
RELATED TO FOREIGN LANGUAGES

Education

Teaching (all levels)--United States and overseas
Foreign Language Supervising and Consulting
Audio-visual Aids

Writing and Publishing

Editor, editorial assistant, research analyst, copywriter, news researcher, reporter, translator, secretary

Social Service

Television and Broadcasting

U. S. Government

Foreign correspondent, foreign diplomat, foreign service, interpreter, translator, news correspondent, guide, file clerk, archivist, secretary, librarian, Peace Corps member

(Agencies and Departments to contact: Department of Agriculture, Central Intelligence Agency, Department of Commerce, Federal Bureau of Investigation, Department of State, Department of Defense, Department of Justice, Department of Health, Education and Welfare, U. S. Information Agency, Immigration Service, Peace Corps)

Public Relations

Personnel Work

Missionary Work

International Law

International Banking

Foreign Trade

Engineering

Hotel and Restaurant Administration

United Nations staff

FOREIGN LANGUAGE RELATED EMPLOYMENT OPPORTUNITIES IN THE UNITED NATIONS

United Nations Bulletin No. SRS-I.8 entitled "General Information on United Nations Employment Opportunities" lists the following positions for which the Organization recruits and which might be of interest to students of foreign languages:

Public Information posts - Applications for appointments in the Office of Public Information are particularly numerous and, consequently, competition is keen. Professional posts in this office call for substantial experience in the information media of press, publications, radio, films and visual information. Even the junior posts require professional experience, not merely a degree in journalism. Preference is given to candidates able to work in more than one of the United Nations official languages.

Posts in the Office of Legal Affairs - The Office of Legal Affairs has a relatively small staff with a small turnover. Only candidates with specialization in public international law are considered, and preference is given to those with a working knowledge of English and French or Spanish. No vacancies are expected for persons whose main experience has been in civil, commercial, administrative or penal law.

Translators/Précis-writers - Recruitment is by annual competitive examination and interview. A candidate is required to translate from at least two United Nations official languages into his mother tongue, which must be one of the five United Nations official languages (Chinese, English, French, Spanish and Russian). Translators, with the exception of those

in the Chinese Section, are also required to serve as précis-writers. . . . In addition to the above requirements, all candidates should be graduates of a university where the language of instruction was their mother tongue and have wide general knowledge, including some knowledge of international political developments and institutions, law, economics or scientific or technical subjects.

Interpreters - Interpreters are recruited by individual examination. They are required to interpret into their mother tongue, which should be one of the five United Nations official languages, and must have full auditory comprehension of at least two of the other official languages. Candidates may either be trained interpreters capable of passing the qualifying examination immediately, or they may be persons of suitable linguistic and general cultural background (a university degree is required) who can be trained up to the required standard in a few weeks or months.

Librarians - Candidates for librarian posts in the Secretariat must have a degree from a recognized Library School or an equivalent professional qualification and possess at least a reading knowledge of several languages, plus two or three years' professional experience.

Clerical and secretarial posts - Most vacancies are for secretaries and typists, preferably bilingual (English plus French or Spanish). . . . Graduation from High (Secondary) School, or the equivalent, is required. Candidates for service at Headquarters are chosen from among successful competitors in examinations which take place every Tuesday and Thursday in New York. If candidates living outside this area wish to take the examinations, they must pay their own travel expenses.

The minimum requirements for secretarial posts are a typing speed of 50 to 60 words per minute and a stenographic speed of approximately 100 words per minute. Success in the examination does not guarantee appointment; it only ensures consideration for such openings as may arise.

Guides - Guides are recruited on a local basis, usually once a year, and begin their training early in March. Only female candidates, 20 to 30 years of age, with college education or equivalent, are considered. They must be fluent in English, with a good speaking voice. Knowledge of other languages is desirable. No application forms are mailed to guide applicants; they are handed to them prior to the interview which is absolutely necessary and is given only at Headquarters. An interview may be arranged, usually in the fall, by writing to the United Nations, Room 1041, New York, N. Y. 10017, or telephoning PLaza 4-1234, extension 5373.

ADDRESSES FOR INFORMATION ON CAREER OPPORTUNITIES IN FOREIGN LANGUAGES

The Indiana Language Program has a booklet entitled "Translating Foreign Language into Careers" and may be secured from the Director, Indiana Language Program, 101 Lindley Hall, Indiana University, Bloomington, Indiana, 47401.

U. S. Department of Health, Education and Welfare
Washington, D. C.

The U. S. Civil Service Commission, Washington, D. C., has information on overseas teaching positions.

Those interested in the Teacher Exchange Program (prerequisites include a college degree and three years experience in teaching) should write to: Teacher Exchange Section, Office of Education, International Exchange and Training Branch, Washington, D. C., 20202. A list of the opportunities available is published in August each year.

For information on positions in Mexico, Central and South America, write Inter-American Schools Service, 1785 Massachusetts Ave., N. W., Washington, D. C., 20036.

The Institute of International Education, 809 United Nations Plaza, New York, New York, 10017, has information on foreign study and on teacher exchange programs.

The Pan American Union in Washington, D. C., has a bulletin on "Teaching Opportunities in Latin America for United States Citizens."

United Nations, Office of Personnel Services, New York, New York, 10017.

The Library of Congress, Washington, D. C., has positions requiring varying degrees of proficiency in a foreign language.

The Thunderbird Graduate School of International Management, Phoenix, Arizona, offers courses for young men and women in the foreign trade fields.

For information on overseas jobs, write:

Overseas Information Centers
Department of State
Washington, D. C.

Foreign Service
Department of State
Washington, D. C.